



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

January 29, 2014

To: Audit Committee  
From:   
Gevork Simdjian  
Manager, CEO  
Operations, Budget and Capital Programs Cluster

## REVIEW OF BOARD POLICY NUMBER 2.010 – POLICY THAT NO ITEMS BE PLACED ON THE BOARD AGENDA UNTIL RELATED DOCUMENTS ARE ON FILE

As requested, this Office has conducted a sunset review of Board Policy Number 2.010 (Policy That No Items Be Placed On The Board Agenda Until Related Documents Are On File). We are recommending no changes and that the sunset date be extended.

As indicated on the December 18, 2013 letter from Sachi A. Hamai to William T. Fujioka, the Executive Office of the Board of Supervisors will review the policy and submit recommendations independent of this Office.

Please let me know if you have additional questions. I can be reached at 213-893-9736 or [gsimdjian@ceo.lacounty.gov](mailto:gsimdjian@ceo.lacounty.gov).

GS:ef

c: Martha Aranda, Executive Office of the Board

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# *Los Angeles County* **BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
<b>2.010</b>	<b>Policy That No Items Be Placed On The Board Agenda Until Related Documents Are On File</b>	<b>04/12/94</b>

## **PURPOSE**

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Ensure actions proposed by County departments are submitted in accordance with existing Board policy and that the Board be fully informed on every item on which it votes.

## **REFERENCE**

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[April 12, 1994 Board Order, Synopsis 61](#)

[May 22, 2007 Board Order, Synopsis 23 and 26](#)

## **POLICY**

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The Chief Executive Office will:

1. Unbundle Budget Adjustment (BA) requests, list the requests individually on the Board agenda under the respective departments, and include a full description of the BA for the Board.
2. In conjunction with the relevant Department, provide a full report on all BAs concerning personnel actions.
3. Submit all Board agenda items to the Board at least two (2) weeks prior to the proposed Board meeting for adoption. "Exceptions to this policy will be allowed only during emergencies and by the informed consent of the Chair of the Board."

The Executive Office of the Board will:

1. Enforce existing policy that no item may be placed on the published Board agenda until related documents are on file, except that when an emergency situation exists and documentation is not available, the agenda will indicate this fact and also indicate that the documentation will be available by the time of the meeting.

## **RESPONSIBLE DEPARTMENT**

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Chief Executive Office

**DATE ISSUED/SUNSET DATE**

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**Issue Date: April 12, 1994**  
**Review Date: November 18, 2004**  
**Review Date: April 17, 2008**  
**Review Date: May 20, 2010**  
**Review Date: February 19, 2014**

**Sunset Review Date: April 12, 2003**  
**Sunset Review Date: April 12, 2007**  
**Sunset Review Date: April 12, 2010**  
**Sunset Review Date: April 12, 2014**  
**Sunset Review Date: April 12, 2019**